

**CE OFFERING APPROVAL APPLICATION**

RE 315 (Rev. 7/12)

| GENERAL INFORMATION | DRE Use Only | |
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| <ul style="list-style-type: none"> ➤ This form is for original course submittals only. ➤ Read RE 300 and RE 312 before completing and submitting this application. ➤ Type or print clearly in ink. ➤ Complete all information requested. ➤ Use CE Offering Renewal Application (RE 314) for renewals. ➤ <i>Item #1</i> – Enter the exact name of sponsor which will be used on attendance certificates and advertisements/promotional material. The name designated below will be the only name authorized for use if the offering is approved. | COURSE NAME | |
| | OFFERING TYPE <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> TF <input type="checkbox"/> FH <input type="checkbox"/> RM <input type="checkbox"/> CP <input type="checkbox"/> CS <input type="checkbox"/> S-6 <input type="checkbox"/> S-8 | |
| | PRESENTATION METHOD | |
| | COURSE # | HOURS |

| ENTITY | |
|--------|--|
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| 1. NAME OF SPONSOR/SCHOOL REQUESTING APPROVAL (SEE ABOVE) | |
| 2. ADDRESS | BUSINESS TELEPHONE () |
| CITY | STATE ZIP CODE |
| 3. WEB ADDRESS | PUBLIC EMAIL ADDRESS OF SPONSOR/SCHOOL |

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| 4. NAME LISTED IN #1 IS A/AN: | | | |
| <input type="checkbox"/> INDIVIDUAL | <input type="checkbox"/> CORPORATION | <input type="checkbox"/> PARTNERSHIP | |
| <input type="checkbox"/> COMPANY | <input type="checkbox"/> FICTITIOUS BUSINESS NAME | <input type="checkbox"/> ACCREDITED COLLEGE OR UNIVERSITY | |
| 5. IF SPONSOR/SCHOOL IS A CORPORATION, IS CORPORATION IN "ACTIVE" STATUS WITH THE CALIFORNIA SECRETARY OF STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |

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| 6. LIST THE NAME OF ANY PERSON (OTHER THAN THE INDIVIDUAL SIGNING AS SPONSOR) WHO IS AUTHORIZED TO ACT FOR YOUR ENTITY. | | |
| NOTE: SUCH ACTS SHALL BE BINDING UPON THE SPONSOR. ADDITIONAL PERSONS NAMED IN THIS SECTION CANNOT SIGN THIS FORM AS SPONSOR; HOWEVER, SUBSEQUENT CORRESPONDENCE AND PHONE CALLS AFFECTING THIS OFFERING WILL BE ACCEPTED UNDER THE NAMES AUTHORIZED BELOW. | | |

| Printed Name | Signature | Email Address |
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| 7A. HAVE YOU EVER HAD A CONTINUING EDUCATION OFFERING APPROVED BY THE CALIFORNIA DEPARTMENT OF REAL ESTATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE 7B AND 7C. | |
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| 7B. OFFERING TITLE (LAST APPROVED OFFERING) | 7C. CERTIFICATE NUMBER (LAST APPROVED OFFERING) |
|---|---|

| SUMMARY OF OFFERING |
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| 8. OFFERING TITLE (COURSE COMPLETION CERTIFICATE AND ADVERTISING/PROMOTIONAL MATERIALS MUST INCLUDE EXACT TITLE AS SHOWN.) |
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| 9. IS THIS COURSE OFFERED IN CONJUNCTION WITH ANY OTHER DRE-APPROVED COURSE PROVIDERS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST HERE: | |
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| 10. IS APPLICATION FOR A ONE-TIME OFFERING? (REFER TO RE 300 FOR FURTHER INFORMATION.) <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COMPLETE 7B. | 10B. DATE OF OFFERING |
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| | | |
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| 11. TYPE OF OFFERING FOR WHICH YOU ARE SUBMITTING THIS APPLICATION (CHECK ONE) | | |
| <input type="checkbox"/> ETHICS | <input type="checkbox"/> FAIR HOUSING | <input type="checkbox"/> CONSUMER SERVICE |
| <input type="checkbox"/> AGENCY | <input type="checkbox"/> RISK MANAGEMENT | <input type="checkbox"/> SIX-HOUR SURVEY COURSE |
| <input type="checkbox"/> TRUST FUND HANDLING | <input type="checkbox"/> CONSUMER PROTECTION | <input type="checkbox"/> EIGHT-HOUR SURVEY COURSE |

SUMMARY OF OFFERING (Continued)

12. METHOD OF PRESENTATION (CHECK APPROPRIATE BOX)

- ☐ LIVE/CLASSROOM SEMINAR
☐ CORRESPONDENCE
☐ CONFERENCE/SYMPOSIUM

- ☐ INTERNET
☐ WORKSHOP

IF INTERNET CHECK APPROPRIATE BOX

- ☐ ENTIRE COURSE
☐ ENTIRE COURSE & FINAL EXAM
☐ FINAL EXAM ONLY

IF INTERNET, ENTER THE NAME OF THE ONLINE COURSE PROVIDER AND WEB SITE ADDRESS

COMPANY NAME

WEB SITE ADDRESS

13. Number of credit hours requested? (*Note*: One hour minimum. Must be whole hours.).....

14. a. For live offerings, what is the minimum attendance requirement for each student (i.e., 90%)?.....

b. Will attendance be monitored through the use of a Sign In/Sign Out Sheet?..... ☐ Yes ☐ No

15. a. How many questions are on the final exam?.....

b. Will exam be administered by open book or closed book?..... ☐ Open ☐ Closed

c. What is your minimum passing score (70% is regulation minimum).....

16. a. Will the offering be presented in the English language?..... ☐ Yes ☐ Nob. Will the offering be presented in any other language?..... ☐ Yes ☐ No

c. If YES, please state the languages?.....

17. a. Have you ever had a course approval, diploma, certificate, credential, or real estate license denied, revoked, restricted, or suspended?..... ☐ Yes ☐ No

b. If YES, please explain. Attach additional sheets if necessary.

18. Will the DRE Disclaimer Statement be included on the General Information Page?..... ☐ Yes ☐ No19. Will the students be informed of the availability of the course and instructor evaluation located on the DRE Web site on the General Information Page?..... ☐ Yes ☐ No20. Explain your procedure to provide the general information page to students *prior* to registration/enrollment.

21. a. Will any marketing activities be conducted outside of the instruction room before, during, or after the continuing education offering?..... ☐ Yes ☐ No

A sponsor or course instructor is prohibited from marketing, selling, or displaying any product or service during the course offering.

b. If YES, please explain.

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| | SPONSOR CERTIFICATION | |
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I consent to inspection or monitoring by authorized representatives of the Department of Real Estate (DRE) as outlined below.

DRE Inspection/Monitoring Procedures

The DRE has instituted the following procedures to assist in evaluating the continuing education program:

1. **Direct Mail Evaluation:** Selected sponsors may be asked to provide lists of individuals who completed a recent offering(s). The attendees may be sent, by DRE, evaluation questionnaires concerning the quality and perception of the offering.
2. **Drop-In Monitoring:** DRE Monitors may attend offerings on a drop-in basis. That is, they will not register and no fees or reimbursements will be involved.
3. **Information Reports:** Sponsors may be asked to submit course completion (i.e. completion certificates, attendance forms, exam grades, final exams, etc.) information for verification purposes.
4. **Investigative and/or Conformance Monitoring:** Authorized representatives, may on occasion, attend offerings as a regular attendee or enroll in correspondence courses for the purpose of determining if the offerings are being presented under statute, regulation and DRE requirements as approved by DRE. Such individuals will not identify themselves as DRE representatives and will pay the required attendance fee.

If requested, sponsors will be required to complete an annual report on offerings conducted.

The undersigned sponsor acknowledges receipt and understanding of the procedures outlined above which relate to all continuing education offerings approved under the Applicant's sponsorship.

I agree to report any material changes in the information submitted to the DRE at least 30 days prior to proposed use. Approval by the DRE is required prior to presentation of offering and the nature of any material changes may require that a new application and fee be submitted. I agree to retain complete records for at least five years from the date of each offering for all participants who enroll in the subject offering.

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application and attached information sheets, and that all statements are true and correct.

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|-----------------------------------|--------------------------|------|
| SIGNATURE OF PRIMARY CONTACT ➤ | | DATE |
| PRINTED NAME OF PRIMARY CONTACT | TITLE OF PRIMARY CONTACT | |
| SIGNATURE OF OWNER | PRINTED NAME OF OWNER | |

Privacy Notice

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.

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 Manager
 Education Section
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General powers of the Commissioner, Article 2.5 of Chapter 3 (commencing with Section 10170) and Article 25 of Chapter 6 (commencing with Section 3005) Title 10 California Administrative Code (Regulation of the Real Estate Commissioner) authorizes the maintenance of this information.